



Wisconsin Department of Public Instruction
LIBRARY SERVICES AND TECHNOLOGY ACT
(LSTA) APPLICATION
PI-2440-A (Rev. 05/06)

INSTRUCTIONS:

Application must be submitted online.
Mail completed signature page ONLY (page 10) to:

PEG BRANSON
WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
DIVISION FOR LIBRARIES, TECHNOLOGY, AND COMMUNITY LEARNING
P.O. BOX 7841 MADISON, WI 53707-7841

Category (Check One)

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|--|--|--------------------------------|
| <input type="checkbox"/> Literacy (competitive) | <input type="checkbox"/> Delivery Services | <input type="checkbox"/> Other |
| <input type="checkbox"/> Shared Automation Systems (noncompetitive) | <input type="checkbox"/> Digitization (competitive) | |
| <input type="checkbox"/> System Technology Projects (noncompetitive) | <input type="checkbox"/> Sensory and Mobility Disabilities (competitive) | |
| <input type="checkbox"/> State Institution Coordination | | |

I. GENERAL INFORMATION

1. Applicant Agency (Library, System, Other Organization)		2. Principal Officer of Applicant Agency (Board President, Head of Institution)	
3. Project Administrator (Designate only one person)		4. Telephone Area/No.	
5. Address (Street, City, State, Zip)		6. E-Mail Address	
7. Head Librarian or System Administrator		8. Telephone Area/Number	
9. Address (Street, City, State, Zip)			
10. Project Title Brief (title descriptive of project)		11. Estimated Number of People to be Served by Project	
12. Federal Congressional District(s) Within Area to be Served by Project (List by Number)	13. County and System		14. Federal Funds Requested

	II. ABSTRACT	
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Summarize your project proposal, using key points from the application form (e.g. overall purpose and major activities). *Limit response to this section.*
(If your project is funded, this summary will be included on the LSTA website and made available upon request.)

Applicant Agency	County and Public Library System	
Application Category		Total Federal Funds Requested

III. NEEDS ASSESSMENT*Maximum Points: 15*

Describe the need or problem that generated this project. *Include supporting documentation on your community, your library, and the clientele to be served by the project, including such information as demographic data (e.g., age, educational level, income level, literacy level, disabilities), results of surveys, professional opinions, community input.*

Applications in the *Literacy*, *Sensory and Mobility Disabilities*, and *Digitization* categories must also provide the following information:

Identify all LSTA grants received by your library or system in 2005 and 2006. If this application proposal is a continuation or expansion of a grant from 2005 or 2006, explain the reason for the requested continuation using LSTA funds.

IV. GOALS, OBJECTIVES AND EVALUATION*Maximum Points: 30*

- A. List the project goals and objectives designed to meet the need or problem identified. A goal provides general direction for the purpose of the project and addresses what is to be done and for whom. The project objectives are the desired results or outcomes of the project. Outcomes reflect the impact of the project on the target audience and describe desired changes or improvements in skills, attitudes, behaviors, knowledge, status, or life condition because of the project.
- B. For each project goal, describe how the project will be evaluated, including expected project accomplishments and changes in skills, attitudes, behaviors, knowledge, status, or life condition that result from the project. Explain how activities or benefits from the project will continue after the LSTA funding period ends.
- C. Literacy, Sensory and Mobility Disabilities projects only:

Applicants are required to cite relevant goals from the following publications: *Public Library Service for Youth with Special Needs: A Plan for Wisconsin* and/or *Adults with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries*.

V. PLANNING AND IMPLEMENTATION*Maximum Points: 30*

A. Include a list of activities (what will be done, how, by whom) within a monthly timetable. Letters of support, if any, should reflect the agencies' understanding of their role in the project, rather than philosophical agreement.

B. Explain how the project is relevant to your institution's planning documents and cite relevance to appropriate state planning documents.

C. Literacy projects only:

Identify the cooperating literacy partner(s) and indicate how the partner(s) will be involved with planning, implementing, marketing and evaluating project activities.

☐

My library has GED preparaton materials with a copyright of 2002 or later.

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My library does not have GED preparation materials with a copyright date of 2002 or later and will purchase them as described below.

VI. BUDGET
Maximum Points: 15

A. Budget Summary (to be completed in conjunction with Budget Narrative).

Complete the following chart. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include such items as space, equipment, salaries, fringe benefits, supplies and other related costs.

Federal funds received by public libraries must be deposited with the library's municipality per S.43.58(2), Wis. Stats. Federal audit requirements must be met.

Budget Item	Local Funds Round off to nearest dollar	LSTA Funds Round off to nearest dollar
Salaries, Wages and Employee Benefits (LSTA funds cannot be used for this purpose)		
Library Collection		
Contractual Services		
Other Operating Expenses (travel, supplies, other)		
Capital Expenditures (equipment and other major nonrecurring expenditures)		
TOTAL		

B. Budget Narrative: Outline the project budget in narrative form under the following categories. If *both* local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

1. Salaries, wages, and employee benefits (local staff only): *Indicate salaries, amount of time to be spent on the project for each employee, and the role of each employee in relation to the proposed project.*
2. Library Collection: *Indicate formats, approximate number, average cost, and purpose.*
3. Contractual Services: *Indicate purpose; list consultant and other services here.*
4. Other Operating Expenditures: *Indicate number, purpose and mileage for trips, and estimated expenditures; indicate specific expenses for supplies and office expenses and purposes.*
5. Capital Expenditures: *Indicate the type of equipment or other materials to be purchased, rented or leased, average cost, and purpose.*

	VI. BUDGET <i>(continued)</i>	
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	VII. Additional Comments	
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Pages 8 and 9 are for additional comments that do not fit elsewhere on the form. Sections with additional information must be labeled (i.e., Needs Assessment; Goals, Objectives and Evaluation; Planning and Implementation; and Budget).

	VII. Additional Comments <i>(continued)</i>	
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VIII. CERTIFICATIONS

Certifications Regarding Debarment And Suspension; Federal Debt Status; Nondiscrimination; and Internet Safety

LSTA grant recipients must comply with the statutes and regulations cited below as required by the Institute of Museum and Library Services.

1. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

2. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

3. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age in Federally-assisted programs;

4. Internet Safety (CIPA)

The requirements of Section 9134(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or a public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

IX. SIGNATURES

WE, THE UNDERSIGNED, HEREBY CERTIFY that this project application will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries, Technology, and Community Learning requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services.

Applicant Agency <i>(Library, System, other Organization)</i>	Project Title	Submission Date
Signature of Principal Officer of Applicant Agency <i>(person having legal authority or who is designated to act on behalf of an organization)</i>	Date Signed	Title of Principal Officer of Applicant Agency

Please print, sign and return **this page only** to:

Peg Branson
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841